

**CITY OF NORMAN
PARKS & RECREATION DEPARTMENT**

**REQUEST FOR PROPOSAL
RFP No. 1617-31**

DESIGN SERVICES

FOR THE

REAVES PARK SPORTS COMPLEX

2501 Jenkins Avenue // Norman, OK

PUBLIC NOTICE
REQUEST FOR PROPOSAL
R.F.P. No. 1617-31

The PARKS AND RECREATION DEPARTMENT of the City Norman, Oklahoma is soliciting proposals for DESIGN SERVICES.

These services will be for the design of a youth baseball/softball complex located at Reaves Park, 2501 Jenkins Avenue, Norman, Oklahoma.

Any correspondence, questions or requests for copies of the Request for Proposal should be directed to Jud Foster, Director of Parks and Recreation, P.O. Box 370, Norman, OK 73070; Phone: (405) 366-5472. Jud.foster@normanok.gov

Proposals will be received in the office of Parks and Recreation Department (Municipal Building, 201- C West Gray, P.O. Box 370 Norman, OK 73070) until 4:00 P.M. on January 20, 2017. The City of Norman reserves the right to reject any/all proposals.

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I. INTRODUCTION

A. Requesting Entity Information

The City of Norman, Oklahoma, with municipal offices at 201- C West Gray, P.O. Box 370, Norman, Oklahoma, 73070 is the requesting entity.

B. Project Overview and Objective

The City of Norman is proposing to remove portions of existing softball facilities as well as park maintenance service area (equipment yard and buildings) at Reaves Park and redesign those spaces to accommodate new youth baseball/softball facilities, including support facilities such as restroom/concession/storage buildings, redesigned parking areas, lighting (pedestrian and sports field), signage and landscaping in the area generally shown on the attached site map. Design process will include opportunities for public input to establish priorities relative to the different components of the project. A citizen advisory committee will be involved at periodic milestones during the project. The maximum budget for the project, including design and subsequent construction is \$10,000,000. The selected firm is expected to design the project to stay within this budget.

The City is seeking a qualified firm to design the following improvements:

1. Prepare Master Plan and detailed construction plans and specifications for all project facilities suitable for bidding.
2. Prepare cost estimates to assure that each phase of the plan can be accomplished within the budget. Include cost estimates for all permits from City and State agencies.

Plans will be approved by the City of Norman. City or contract project manager will administer construction for the project. The design consultant will coordinate design progress and plan submittal accordingly.

Relocation of City utilities are not anticipated to be significant. All other utilities (phone, fiber optic, gas, electric, oil pipeline, cable, etc.) must be verified during the design process and accounted for in the packet prepared for bid by a general contractor upon completion of the design phase.

C. Project Funding

The City of Norman will supply 100% of the construction and design cost. No Federal Funds are being used for this project. Purchase of construction materials **will not be tax exempt. Applicable sales tax will be applied.**

II. PROJECT CRITERIA

A. Detailed Criteria

The design consultant will be required to visit the site to become familiar with the proposed improvements, the scope of work, and the area affected. No formal pre-proposal meeting will be held. Consultants may coordinate meetings at the site with staff as needed prior to due date.

The scope of proposed work is expected to include the following activities:

1. Present Master Plan Concept at Norman Board of Parks Commissioners meeting(s) to gather citizen input to be used in overall design of the complex.
2. Meet with citizen advisory committee at periodic milestones to maintain public information exchange.
3. Perform a detailed topographic survey locating all existing features, as well as all rights-of-way and easements, adjacent property lines and internal park use areas around the project area, all fences, trees, utilities (above and underground), driveways and parking facilities, and other pertinent physical and legally described features. Survey data must include alignment ties to corners and/or monuments.
4. Research all relevant soil information needed for the design of the project.
5. Complete all necessary environmental clearances that may be required. Consultant is also responsible for determining all necessary local, state and federal permits required to complete project.
6. Prepare a written analysis that includes design requirements, phasing, project layout and design, etc., all necessary calculations, a cost effectiveness analysis of how best to accomplish the goals of the project, and a detailed cost estimate. The design analysis must receive written approval from the Project Manager before proceeding with the final plans and specifications.
7. Furnish required preliminary and final plans and specifications to each utility company affected as determined and necessary to coordinate utility relocations (if any). Consultant will coordinate and request written approval from all utility companies as to the accuracy of all facilities, structures and materials shown on the plans.
8. Prepare separate preliminary and final construction plans, specifications, and bid documents for the City in accordance with the requirements of the building codes followed in Norman, Oklahoma. Prepare all necessary plans, studies, and applications for submission to all involved Local, State and Federal agencies for approval as part of the project preparation and construction (if any).

9. Attend all project related meetings between the City of Norman and any affected outside agency during plan development (i.e., Scoping/Field Review, Design Development, Construction Development and plan review).
10. Meet with City staff and/or City Council for project discussions, coordination, presentations, etc. as required.
11. Provide four (4) complete printed sets of construction plans and specifications for plan review. Also provide plans in digital format.

B. Required Schedule

The services sought by the City of Norman shall meet or exceed the following schedule:

EVENT	DATE
Proposal Submission	January 20, 2017
Interviews (if necessary)	Week of January 30, 2017
Consultant Selection	February 3, 2017
Council Approval of Contract	February 28, 2017
Notice to Proceed	March 1, 2017
Complete Master Plan	April 14, 2017
30% Field Review (Scoping)	May 26, 2017
Submission of Design Development Plans	July 7, 2017
Submission of Construction Development Plans	August 18, 2017
Submission of Final Plans	September 1, 2017

NOTE: Construction-phase observation and inspection coordination services are not included in this request for proposal. Construction phase services will be addressed by separate contract prior to construction.

C. Inquiries

Questions should be directed to Jud Foster, Director of Parks and Recreation, at (405) 366-

5472. Jud.foster@normanok.gov **No inquiries will be received after 4:00 P.M. on January 20, 2017.**

III. R.F.P. CRITERIA

A. General Requirements

Proposals will be accepted at the office of the Parks and Recreation Department until **4:00 PM January 20, 2017**. The office is located at 201-C West Gray, P.O. Box 370, Norman, OK 73070.

Proposals must be signed by a duly authorized official of the proposer. **Proposals must include Standard Form 254, "Architect-Engineer and Related Services Questionnaire" and Standard Form 255, "Architect-Engineer Related Services for Specific Project" or similar form containing this standard information.** A minimum of six (6) copies of the proposal must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award. All proposals must state their validity for a period of not less than 60 days from date of receipt.

B. Prohibited Interest

No member, officer, employee of the City of Norman, or member of its governing body during his or her tenure, or one year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being disabled, or disadvantaged person, or Veteran.

The Consultant shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the City of Norman for purposes of investigation to ascertain compliance with the nondiscrimination / minority business provision of any resultant contract.

D. Insurance Requirements

The Consultant of this project must obtain the following insurance, with the City of Norman listed as additional insured:

1. Adequate workers' compensation, insurance coverage to comply with State laws and employees' liability coverage in the minimum amount of \$1,000,000.
2. Comprehensive general liability insurance coverage with a minimum of \$ 25,000 per person and \$1,000,000 per accident for bodily injury or death and \$25,000 for property damage.

3. Professional Liability (errors and omissions) Insurance Certificate providing a minimum of \$1,000,000 policy value.

E. Minimum Content of Proposal

At a minimum the proposal should contain the following elements:

1. Transmittal letter
2. Table of Contents
3. Executive Summary
4. Project Approach
5. Related experience
6. Completed 254 and 255 (or similar forms)
7. Anticipated schedule
8. Appendices (misc., exhibits, illustrations, etc.)
9. References
10. Proof of Insurance Requirements

IV. SELECTION PROCESS

A. Right to Reject

The City of Norman retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the City of Norman.

B. R.F.P. Review Process

The City of Norman will review responses to this R.F.P. that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance, in minimum amounts set herein to protect the City's interest, will not be evaluated.

Upon review of all qualified proposals, the selection committee will rank all of those qualified. The highest ranking firms may be asked to make an oral presentation for further evaluation. The highest ranked firm will then be chosen by the committee.

The City will negotiate a contract for consulting design services based on a three-step

process:

1. The highest ranked firm will be contacted and contract negotiations will begin.
2. The City will attempt to negotiate a contract at a fair and reasonable price.
3. If the City is unable, after good-faith efforts, to negotiate a satisfactory contract with the highest ranked firm, the City shall formally end negotiations with that firm and begin negotiations with the second highest ranked firm.

C. Keynotes

The most important evaluation emphasis will be placed upon the expertise and experience of the firm and the individuals assigned to the job. Illustrative and descriptive material describing previous work of the firm is recommended. At the firm's request, this material will be returned at the completion of the review process, at their expense. The firm shall provide a list of previous related work experience with contact persons and phone numbers.

Key personnel (by names and position), relative experience and capabilities, as well as subcontractors, will be evaluated closely.

D. Ranking Criteria

	Possible Points
Experience of Key Personnel (Project Team) on similar projects	50
Technical Approach (include detailed project timeline)	30
References	15
Compliance with RFP criteria	5
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Total	100 Points

